



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 52-22

20 FEBRUARY 2013
CORRECTED COPY

Cadet Programs

DRUG DEMAND REDUCTION PROGRAM

This regulation governs CAP’s Drug Demand Reduction (DDR) program and implements the provisions of Air Force Instruction (AFI) 44-120, Military Drug Demand Reduction Program, and AFI 10-2701, Organization and Function of the Civil Air Patrol. CAP commanders at all organizational levels who volunteer their units to support the combined CAP/Air Force DDR Program must comply with this regulation to secure Air Force funding.

Supplements to this regulation are not authorized, unless approved by NHQ/CP.

SUMMARY OF CHANGES: This regulation clarifies and simplifies DDR program management at all organizational levels of Civil Air Patrol (CAP) to include: changing eligibility for AF/SG funding to units within a 75-mile (formerly 30-mile) radius of an Air Force installation; a comprehensive explanation of the importance of DDR as a key aspect of cadet life; confirmation that the Office of Primary Responsibility (OPR) for CAP DDR is NHQ/CP; elimination of the financial burden, which previously had to be absorbed by wings participating in DDR; and revision of duty titles for DDR program managers. This regulation also announces the intent to rescind the Drug Demand Reduction specialty on 1 October 2013. Note: On 3 April 2014, paragraph 1-5b, was changed to include a “grandfather clause” for those members enrolled in the DDR Specialty Track prior to 1 October 2013. They may continue their progress in the DDR Specialty Track until 1 October 2015.

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## CHAPTER 1 – CAP’S ROLE IN PROMOTING A DRUG-FREE ETHIC

**1-1. Context.** CAP’s Air Force-funded Cadet Program mission (see AFI 10-2701, *Organization and Function of the Civil Air Patrol*, and CAPR 52-16, *Cadet Program Management*) includes a character development element. One of the aims of that program element is to promote the drug-free ethic among cadets, in recognition of the fact that adolescents are particularly susceptible to the dangers of legal and illegal drugs. A further aim is to use cadets as ambassadors of the drug-free lifestyle, especially by their promoting that lifestyle to non-cadet youth.

**a. CAP DDR Support to the Air Force Family.** Per the approval of the CAP National Commander, CAP has volunteered to help promote the drug-free message to the “Air Force family” (family members of Air Force personnel, both inside and outside of CAP units). This support to the Air Force is implemented through a partnership between CAP, CAP-USAF and the Air Force Surgeon General (AF/SG), as explained in AFI 44-120, *Military Drug Demand Reduction Program*. AF/SG funding is limited to supporting CAP units located within a 75-mile radius of an Active, Guard or Reserve Air Force installation. This limitation provides for the most effective use of these funds, providing a majority of CAP units access to the funds, while keeping activities in areas with a preponderance of Air Force families.

**b. CAP’s DDR Program Supports all CAP Cadet Units.** Since 1994, the AF/SG has made funding available to support CAP DDR activities, both internal activities and community outreach activities. It is important to remember that AF/SG funding augments the CAP DDR program; it does not constitute the entire program. Put another way, were AF/SG funding to evaporate, CAP would continue to promote the drug-free lifestyle as part of the Cadet Program’s character element. Further, the Air Force provides funding for the development of educational products, programs and activities for the Cadet Program at large, which includes DDR. Therefore, the DDR message is available to reach all cadet and composite squadrons no matter where they are located.

**1-2. Mission.** The Civil Air Patrol Drug Demand Reduction Program assists units at all levels to instill an aggressive, positive, drug-free attitude in CAP members, Air Force families, DoD civilians and school-age children through a comprehensive program that:

- Promotes CAP as a positive community service lifestyle.
- Encourages youth to remain in school.
- Focuses on drug abuse awareness, education and prevention.
- Provides positive activities as an alternative to drugs and gang violence.

**1-3. Vision.** The CAP DDR Program supports the President’s National Drug Control Strategy.

**a. Cadets.** In the context of the Cadet Program, the CAP DDR program’s vision is: “CAP cadets applying their leadership skills by serving as ambassadors of the drug-free ethic.”

**b. Adults.** In the context of senior member activities, the CAP DDR program’s vision is: “CAP senior members ready to perform Missions for America, unimpeded by substance abuse.”

**1-4. Outcomes.** Unit commanders will concentrate their efforts upon the goals listed below when conducting DDR activities within their units:

- To promote drug abuse awareness, education and prevention.
- To provide positive activities as an alternative to drugs and gang violence.
- To promote CAP as a positive, service-oriented lifestyle.
- To encourage youth to succeed in school.
- To share the overall drug-free message with the community at large.

**1-5. Program Elements.** Three elements comprise CAP's DDR program: education, training and outreach. The education and training elements exist to further the outreach element.

**a. Education.** The primary objective of the DDR program's education element is to increase knowledge, both among CAP members and the community, about the dangers of drug abuse. The education element focuses on CAP cadets as the target audience, and provides the foundation necessary for DDR outreach (see paragraph 1-5c). Commanders are encouraged to partner with outside agencies to achieve DDR educational goals. Some methods and materials used to educate CAP members on drug abuse include:

- "Fit for Flying" curriculum
- "Let's Go Flying!" curriculum
- "National Character Day" curriculum
- "DDR Excellence Program" activity guide (DDRx)
- Character development forums
- Educational poster campaigns
- "Fatal Vision" goggles
- Drug identification kits
- Guest speakers
- Educational DVDs, games and presentations via the DDR website ([capmembers.com/ddr](http://capmembers.com/ddr))
- Workshops and classroom-based learning

**b. Training.** The primary objective of the DDR program's training element is to develop a cadre of adults and cadets who are prepared to take a leadership role in the DDR program. To conserve AF/SG funds so that the maximum amount can be used to support unit-level operations, most training will be conducted online. DDR Program Officers are encouraged to enroll in the Cadet Programs Officer specialty track (see CAPP 216, *Cadet Programs Officer's Handbook & Specialty Track Guide*). Effective 1 October 2013, the DDR specialty track was eliminated. Members enrolled in the track prior to this date may continue to earn their next rating based on the requirements outlined in the obsolete CAPP 228, dated December 2011, until 1 October 2015. The obsolete pamphlet is posted on line at [www.capmembers.com/library](http://www.capmembers.com/library). Although no one may enroll in this specialty track any longer, unit commanders may still certify completion of ratings through the eServices Special Track module. Overall, DDR training activities develop leaders who:

- Possess a working knowledge of drug abuse and prevention issues.
- Identify ways to integrate the drug-free message into as many facets of CAP service as possible.
- Are familiar with the drug abuse and prevention groups located in their community and are prepared to coordinate DDR activities with them.
- Serve as role models and mentors for youth who are confronted by the presence of drugs in their lives.

**c. Outreach.** The primary objective of the DDR program's outreach element is to provide a public service by promoting the drug-free message to the Air Force family and the community at large. For CAP units located on or near Air Force installations, the families of military members are the key audience. Unit commanders should encourage motivated cadets and senior members to lead outreach activities. Some examples of outreach activities include:

- Red Ribbon Week Campaign
- Red Ribbon Leadership Academy
- National Night Out ([nationalnightout.org](http://nationalnightout.org))
- Activities in concert with the DoD STARBASE, D.A.R.E. (Drug Abuse Resistance Education) and the U.S. Navy DEFY (Drug Education for Youth) programs
- Activities in service to military Family Support/Readiness Centers or civilian youth centers
- Informational displays and the "Cadet Ken" walk-around inflatable at air shows, county fairs, parades and similar civic events
- Model rocketry, model aircraft, astronomy and similar aerospace activities led by CAP members for the benefit of the community, provided the activity emphasizes the drug-free message

Note that the goal of the outreach element is to champion the drug-free message to the community and not to recruit potential CAP members, although individuals influenced by DDR outreach might want to join CAP.

## CHAPTER 2 - PROGRAM OPERATIONS

**2-1. Staffing.** Commanders whose units participate in the DDR program will assign one person from their cadet programs staff to represent their organization in coordinating with NHQ/DDR to obtain program benefits. The specific duty title of that individual should be “(organizational level) Cadet DDR Program Officer.” An example would be the “Wing Cadet DDR Program Officer.” Other managerial/staff personnel may be added as deemed necessary.

**a. Supervision.** Each region, wing, group (if applicable) and squadron Cadet DDR Program Officer reports to the Deputy Chief of Staff for Cadet Programs (at the region level), Director of Cadet Programs (at the wing level) or Deputy Commander or Deputy Commander for Cadets (at the group/squadron level).

**b. Mutual Support.** The Director of Cadet Programs (or its equivalent at the various echelons) provides leadership, advocacy and support for the overall DDR program in order to integrate the drug-free message into all facets of cadet life. Likewise, the DDR program contributes to cadet life by offering cadets opportunities to further their leadership, aerospace, fitness and character development goals. In this manner, DDR becomes an integral, pervasive part of the Cadet Program.

**c. CAP-Wide Impact.** Although managed through the Cadet Programs functional area, the DDR program nevertheless serves the entire CAP organization. Senior member professional development activities, aerospace education activities and operational mission training activities should also include DDR-related content when practical.

**2-2. Activities.** NHQ/DDR offers curricula and materials for several DDR-themed activities, including those listed in paragraph 1-5. For more information, see [capmembers.com/ddr](http://capmembers.com/ddr). Additionally, units may conduct DDR-related activities of their own design at events such as air shows, health fairs, parades and the like.

### 2-3. Minimum DDR Program Standards.

**a. Region.** Each region that has wings participating in the DDR Program will:

- (1) Appoint a Region Cadet DDR Program Officer in eServices.
- (2) Integrate a drug-free message into the region-level cadet activities it offers, whenever practical.
- (3) Monitor the submission of End of Year reports from all wings in the region, via eServices (see paragraph 3-6).

**b. Wing.** Each wing that has subordinate units participating in the DDR Program will :

- (1) Appoint a Wing Cadet DDR Program Officer in eServices.
- (2) Strongly consider conducting a National Character Day annually, or ensure it is conducted at the group level, using the curriculum at [capmembers.com/characterday](http://capmembers.com/characterday).
- (3) Develop an annual strategic plan of action and share that plan with subordinate units. The strategic plan should be based on the DDR program goals and objectives published at [capmembers.com/ddrgoals](http://capmembers.com/ddrgoals). A sample strategic plan is available at the same website.
- (4) Integrate a drug-free message into the wing-level cadet activities it offers, whenever practical.

(5) Monitor the submission of After Activity Reports (AAR) from all units in the wing, via eServices (see paragraph 3-6).

(6) Submit an End of Year report, via eServices (see paragraph 3-6).

**c. Squadron & Flight.** Each cadet and composite squadron or flight that participates in the DDR Program will:

(1) Integrate a drug-free message into any special weekend activities, whenever practical (see CAPR 52-16, paragraph 4-3b).

(2) Submit AARs for DDR activities via eServices (see paragraph 3-6).

(3) Conduct at least two DDR activities annually, one of which must be an outreach activity (see paragraph 1-5c).

#### **2-4. Awards.**

**a. Outstanding DDR Wing of the Year Award.** This annual award recognizes the wing demonstrating the strongest commitment to establishing a drug-free America. Wings that have a Wing Cadet DDR Program Officer assigned are eligible to compete for this award. Wing commanders may submit nominations on a CAPF 120, *Recommendation for Decoration*, through the chain-of-command to NHQ/DDR, which forwards nominations to the awards committee. Nominations will describe the wing's accomplishments, based on the End of Year report in eServices. Nominations are due to region by 15 February and to NHQ by 15 March. The award will be presented during the Summer Annual Conference and Command Council.

**b. DDR Member of the Year Award.** This annual award recognizes the most outstanding member (senior member or cadet) who contributed to the success of CAP's DDR program. Nominated members are not required to be assigned as Cadet DDR Program Officers. Any CAP member or CAP unit may submit a nomination in narrative format through the chain-of-command to NHQ/DDR, which forwards nominations to the awards committee. Regions and wings are authorized to establish this award for their echelon. Nominations will include actions and impact of initiatives taken to achieve the DDR program vision and mission for a drug-free world through education, training and community outreach. Nominations are due to wing by 15 January, to region by 15 February and to NHQ/DDR by 15 March. The award will be presented during the Summer Annual Conference and Command Council.

## CHAPTER 3 – FUNDING, OVERSIGHT, & REPORTING

**3-1. Introduction to DDR Funding.** DDR funds are to be used by units to conduct drug-free educational programs and activities. DDR activities need not be stand-alone events; rather, it is preferable that DDR content be woven into the leadership, aerospace, fitness and character elements of cadet life. DDR funds may be used to purchase educational materials and administrative supplies in support of cadet activities, provided those expenses have a direct connection to DDR goals and objectives and comply with the guidelines identified in this chapter.

### 3-2. Funding Sources.

**a. AF/SG Funding.** CAP's DDR program receives funding from the Air Force Surgeon General through the Air Force Medical Operations Agency (AFSG/SGHW). This funding is separate from the annual CAP Operations and Maintenance appropriation from the Department of Defense. AF/SG funds will be used only to further the goals of the Air Force's DDR Program. This regulation reflects guidance set by AFMOA/SGHW. CAP will not deviate from guidance affecting AF/SG funding without first coordinating with AFMOA/SGHW, through CAP-USAF/CC.

(1) Funded activities must support AF families, DoD civilians, school-age children or CAP members. Additionally, the activities must be located on, or within 75 miles of an AF installation, defined as an active duty Air Force base or station, Air Force Reserve base or Air National Guard base. The 75-mile radius is not limited by state boundaries, and is measured from the installation's perimeter. NHQ/CP maintains accountability for DDR program expenditures.

(2) For a list of qualifying CAP units, see [capmembers.com/ddr](http://capmembers.com/ddr). Priority for funded programs will be as follows (shown in descending order of priority):

- Air Force (AF) families
- Air National Guard (ANG) and Air Force Reserve (USAFR) families
- DoD civilians
- School-age children
- Members of the local community who influence AF, USAFR and ANG family members

**b. Other Funding Sources.** Funding from sources other than AF/SG is sometimes available to support DDR activities depending on the provisions of the annual Department of Defense Appropriations Act. Additionally, CAP corporate funds may be made available depending on the outcome of CAP's annual corporate budget. Those additional funding sources can extend the reach of DDR resources to units that are not located near Air Force installations, and, therefore, do not qualify for AF/SG funds.

**3-3. Oversight of the National DDR Program.** The Commander of Civil Air Patrol-United States Air Force (CAP-USAF/CC) has oversight and approval authority over all aspects of CAP's DDR Program that involve the expenditure of appropriated and AF/SG funds.

**a. Quarterly Program Update.** Once per quarter, NHQ/CP will provide CAP-USAF with a synopsis of DDR Program activities, budget execution, and progress toward program goals to assist CAP-USAF in fulfilling its oversight responsibilities.

**b. Air Force Budget Oversight.** The CAP DDR budget requires the review and approval of CAP-USAF/CC, who maintains program accountability in accordance with DoD directives, AFMOA/SGHW guidance and Air Force Instructions. CAP-USAF monitors all expenditures of

DDR funds received from the AF/SG. All resources, equipment and materials purchased with AF/SG funds are subject to audit.

**c. General Evaluation of DDR Programs.** NHQ/CP annually evaluates the CAP DDR Program, in accordance with AFMOA/SGHW guidance, to identify funded and unfunded requirements. NHQ/CP ensures the program complies with applicable AF and DoD guidance, and submits an annual report to AFMOA/SGHW through HQ CAP-USAF, compiled from squadron and wing data.

**3-4. DDR Budgets for CAP Units.** Each flight, squadron, group, wing and region should develop a budget to support their DDR program, based on the goals and objectives outlined at [capmembers.com/ddrgoals](http://capmembers.com/ddrgoals). This ensures unit continuity and creates a foundation for reporting the completion of approved DDR events and activities for the End of Year report.

**3-5. DDR Expenditures.** The guidelines below pertain to the use of DDR funds. The lists are not exhaustive. Direct questions as to whether expenditures are authorized or unauthorized to NHQ/DDR. Only NHQ/DDR may obligate AF/SG funds. Payments are managed by reimbursement. Commanders must obtain NHQ/DDR approval before authorizing purchases. See 3-5d below.

**a. Authorized Expenditures:**

- DDR-related education and training materials
- “Fatal Vision” goggles for each region/wing
- Leadership, aerospace, fitness or character events whose content has a DDR theme and a direct DDR connection (e.g., National Character Day, Red Ribbon Leadership Academy and DDRx activities)
- Direct administrative costs for DDR activities and events (i.e., paper, markers, printing and other items not otherwise provided by CAP)
- Travel costs for DDR training, DDR-related conferences and DDR-related activities when approved by NHQ/CP

**b. Unauthorized Expenditures:**

- Computers, DVD players, office equipment and related items
- Uniforms, insignia, t-shirts, hats or other apparel
- Color guard or honor guard equipment and flags
- Food and beverages
- Encampment scholarships and CAP membership scholarships
- Trophies, plaques and personalized DDR promotional items
- Honoraria
- Incentive flights
- Cost sharing of lodging expenses at encampments or rental facilities
- Radios and other types of communication equipment
- Admissions to museums, exhibits, etc., that do not have a solid connection to DDR
- Promotional items that do not have an educational value



**c. DDR Catalog.** NHQ/DDR makes approved DDR training materials available via a DDR Catalog. The DDR program purchases these items when requested by the CAP unit, with the vendor shipping the items directly to the unit. All catalog item requests must be submitted to NHQ/DDR on a CAPF 56, *Drug Demand Reduction Request*, at least 60 days prior to the activity. Order quantities are subject to funds availability and NHQ/DDR approval. For details, see [capmembers.com/ddrcatalog](http://capmembers.com/ddrcatalog).

**d. Purchasing Materials Outside the Catalog.** Units may request reimbursement of funds used to purchase DDR-related items that are not listed in the DDR Catalog. Wings and regions pay 100% of the cost for the items using CAP Corporate funds, and are reimbursed via electronic transfer. All reimbursement requests must be submitted to NHQ/DDR for approval using CAPF 56 at least 60 days prior to the activity. Final receipts must be submitted to NHQ/DDR no later than 15 days after the event. Reimbursement amounts are subject to funds availability and NHQ/DDR approval. For details, see [capmembers.com/ddrcatalog](http://capmembers.com/ddrcatalog).

**e. Course Materials and Educational Items.** Requests for course materials (Red Ribbon Leadership Academy, National Character Day, etc.) or warehouse items (Fatal Vision goggles, drug identification kits, displays, brochures, posters, etc.) must be submitted to NHQ/DDR on a CAPF 56 at least 60 days prior to the activity.

**f. Travel.** Travel expenses must be kept to a minimum. Reimbursement for travel may be authorized, but only when coordinated and approved in advance by NHQ/CP. Travel includes expenses for transportation, meals and related miscellaneous charges incurred by DDR. Travel expenses are reimbursed at 100% of the approved government rate. Travelers will not purchase airfare or secure hotel reservations without prior approval of NHQ/CP. The CAP Travel Authorization Form must be submitted to NHQ/CP at least 3 weeks prior to the start of the travel. Also, within 15 days of completing the travel, the traveler must submit an After Activity Report via eServices. Within 20 days of completing the travel, the traveler must submit a completed travel voucher. *Individuals who fail to file travel vouchers on time will not be reimbursed.*

**3-6. Reporting Requirements.** The DDR program maintains accountability in accordance with DoD directives, AFMOA/SGHW guidance and Air Force Instructions for program management and expenditures. After Activity Reports and End of Year Reports assist NHQ/CP in accounting for funds expended, tracking trends and recognizing program achievements.

**a. After Activity Reports.** If a unit receives funding or materials for a DDR activity, whether from AF/SG or other sources, the applicable DDR Program Officer (or designated representative) must submit a completed AAR, via eServices, within 15 days of the completion of the activity. Failure to submit reports on time could jeopardize that unit's access to future funding. Units are encouraged to submit AARs for all DDR activities after completion, even if the activity did not receive funding. Selected data from the AARs are automatically transferred to the wing End of Year Report.

**b. End of Year Report.** All wings will submit a complete DDR End of Year report annually, via eServices, within 30 days of the end of the fiscal year (i.e., 30 October). Failure to submit reports on time could jeopardize the approval of future funding requests for the wing. NHQ/CP uses this information to submit a consolidated report to AFMOA/SGHW, through HQ CAP-USAF.

CHARLES L. CARR, JR.  
Major General, CAP  
Commander

## APPENDIX – GLOSSARY

**75-Mile Rule** – The headquarters of flights, squadrons, groups, wings and regions eligible for AF/SG funding must be within 75 miles of an Air Force installation, as defined in this regulation.

**AF or USAF** – United States Air Force.

**Air Force Installation** – An active duty Air Force base or station, Air Reserve base or Air National Guard base.

**AFI** – Air Force Instruction – Regulatory guidance provided by the Air Force. The DDRP is governed by AFI 44-120, *Military Drug Demand Reduction Program*.

**AFMOA/SGHW** – Air Force Medical Operations Agency/Mental Health Division.

**AF/SG** – Air Force Surgeon General

**D.A.R.E.** – Drug Abuse Resistance Education

**DDR** – Drug Demand Reduction

**DEFY** – Drug Education for Youth - A Navy-sponsored program for children ages 9-12 that focuses on life skills and protective factors. The Air Force conducts DEFY at more than 15 bases annually. DEFY camps are conducted at Navy bases, Air Force bases and civilian sites that are sponsored by the Department of Juvenile Justice. Navy DEFY is a CAP DDR partner.

**DoD** – Department of Defense

**Drugs** – Term includes illegal drugs as well as abuse of legal drugs.

**National Night Out** – A multi-agency program promoting community spirit and police-community partnerships, all in an effort to fight for a safer nation.

**NHQ** – Civil Air Patrol National Headquarters

**NHQ/CP** – CAP National Headquarters Cadet Programs

**STARBASE** – A DoD program for at-risk youth to learn science, technology, engineering and math concepts. STARBASE units on AF installations are attendant by dependent youth of Air Force personnel. Aerospace themes are promoted using an anti-drug message.

**Strategic Plan** – The strategic plan lists goals and measurable objectives for a specified period. It is a living document that can be updated and modified as changes occur.